

RESUME

PURUSHOTHAM P

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CAREER OBJECTIVE:

Seeking a challenging and rewarding position in the organization for my experience, professional qualification and excellent communication skills and where I can enrich my skills and management capabilities further while working to achieve the organizational goals.

EMPLOYMENT PROFILE:

M/s Adithya Sri Logistics, Hosur.

Department : Logistics
Designation : Manager
Duration : July 2020 to till date.

Responsibilities:

- To ensure on time delivery of all vehicles
- To interact with the customer and transport drivers/Leaders for smooth deliveries
- To ensure defect free delivery of vehicles
- Responsible for all operational requirements including cash management, Driver Management, E -way bills and clearing RTO, Check post issues.
- Responsible for Bill generation & On time bill Submission to customer for receiving timely payment.,

Achievement:

Increased Business volume from Rs : 15,000,000/- during July 2020 to Rs : 32,500,000/- during March 2022 by efficient handling.

Achieved OTD of 95%.

M/s Ashok Leyland Ltd (Sales Yard), Hosur.

Contract : Layam Flexi Solutions
Department : Sales Administration & Distribution
Designation : Sales Yard Executive
Duration : January 2018 to June 2020
Package : SAP – ECC 6.0 (SD)

Responsibilities:

- Sales Invoice Generation and Invoice Documentation.
- Allocating and Executing vehicles as per Region & HO requirement.
- Monitoring hourly inward stock in stockyard and plan for billing.
- Regional Sales Office (RSO) & Dealer billing coordination for GST billing and Stock Transfer invoice.
- Monitoring Dealer stock and plan for billing as per Forecasted Indent.
- Material follow up with quality and production team.
- Receive vehicles from production and inform to sales planning team & HO for billing and dispatch.
- Coordination with Dealer and Regional office for Daily Billing and dispatch.
- Generating E- Way Bill for Pan India.
- Coordination with RTO for Temporary registration & procuring and renewal of Trade certificate for self-propel transportation.
- Responsible for Daily Dispatch, Delivery reconciliation, Transit Damage and Insurance Claim Settlement.
- Handle special assignments, do in-depth analysis, follow up on various files and work closely in concert with all members of the Senior Management Team.
- Responsible for Production planning and controlling as per the yard stock.

M/s Ashok Leyland Ltd (Regional Sales Office – RSO), Bangalore.

Contract : Layam Flexi Solutions
Department : Sales Administration & Distribution
Designation : RSO Executive
Duration : June 2016 to December 2017
Package : SAP – ECC 6.0 (SD)

Responsibilities:

- Vehicle In Transit Follow UP
- Sales Invoice Generation and Invoice Documentation.
- Coordinating with sales and logistics team for vehicle dispatch and receipt.
- Coordination with Dealer and Regional office for Daily requirement based on monthly forecasting plan.
- Model wise and color wise supplying commitment to the dealers.
- Dealers Credits & funds tracking as per plan.
- Coordination with RTO for Temporary registration & procuring and renewal of Trade certificate for self-propel transportation.
- Inward vehicles and check Zero free defect in vehicle and plan for dispatch.
- Responsible for Daily Dispatch, Delivery reconciliation, Transit Damage and Insurance Claim Settlement.
- Plan & Executing as per HO requirement & Monitor and report vehicles at BB and Coordinate for billing.
- MIS generation as per Management Requirement (Daily, weekly, Monthly and Quarterly reports)

M/s Ashok Leyland Ltd (Regional Sales Office – RSO), Bangalore.

Contract : OPDSS
Department : Sales Administration & Distribution
Designation : Store In Charge
Duration : March 2009 to June 2016
Package : SAP – ECC 6.0 (SD)

Responsibilities:

- Vehicles Receipt and out entry – Manual record keeping
- Loose items kit maintenance for all inward / outward vehicles
- Receipt & Issuance of PDI consumables and its daily stock maintenance.
- Generating GRN for Material receipt, and consumption.
- Monthly Report of Material inwards and outwards to RSO incharge.

ACADEMIC PROFILE:

CLASS	NAME OF THE INSTITUTION	BOARD OF STUDY	PERCENTAGE
B.A (HEP)	Srinivasa College of Education,Puttur.	SV UNIVERSITY, TIRUPATHI.	42%
SSLC	ZPP High School Paramala, Tirupathi.	STATE BOARD	62%

TECHNICAL SKILLS:

- Operating System : Windows-2000/XP/7/8.
- Packages : MS Office, Tally .
- ERP Package : SAP R/3 – ECC6.0

PERSONAL PROFILE:

NAME : P Purushotham
FATHER'S NAME : P Raja Reddy
DATE OF BIRTH : 01-11-1991
SEX : Male
LANGUAGES KNOWN : English, Hindi, Telugu, Tamil and Kannada

PERMANENT ADDRESS : N.V.R kandriga Village,
Setharama Puram Post,
Vadamalapeta Mandal,
Chittoor Dist,
Thirupati-517571.

DECLARATION:

I hereby declare that the above details are true to the best of my knowledge and belief. I assure you Sir, if me given a chance, I will execute my work to the fullest satisfaction of my superiors.

Date : 16.09.2022

Place : Hosur

(PURUSHOTHAM P)